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ABSTRACT

This book contains tips (author's suggestions), tools (ready-to-use lifesavers), and talk (quotes from practicing media specialists) for school librarians at all grade levels. A total of 100 lifesavers are included, covering areas such as inventory, motivation strategies, disciplinary approaches, library checkout, Internet searching, the traveling library media specialist, circulation count, recommended resources, progress reports, media specialist evaluation, library activities for various grade levels, library skills, thematic planning, book review forms, trading paperbacks, the Electronic Bookshelf reading program, the honor system for checking out books, professional distance education courses, sign-up form for audiovisual materials, magazine tracking, student assistants, authors' Internet sites, procedures for questioned library materials, request for free materials form, fair use, public relations, writing a library action plan, book evaluation, a press release form, library orientation, a lost book form letter, assignment form for teachers, forms for suggesting materials, reference tools evaluation, a student survey, budget worksheet, to-do list, classroom checkout forms, shelving rules, literature sources on the Internet, invitation to join a friends of the library group, award certificates, fax cover sheet, sign-in sheet, rating/routing form, LM_Net, search strategy checklist, publishing students' work, policy manuals, reading success, and annual reports. (MES)

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